



DC REAL ESTATE BOARD
New License Application
Real Estate Broker Companies

GENERAL INSTRUCTIONS: DC real estate brokers must comply with the following requirements to obtain licensure for their corporation, LLC, or Partnership.

Step 1. How to Register or Apply for a Corporation License

- A. Contact the DC Office of Corporations, 941 North Capitol Street, Customer Service Center, 1st Floor, Monday-Friday, 8:30am-4:30pm to register or apply for a corporation, partnership or LLC license. Call the DC Office of Corporation on (202) 442-4430, or visit website (www.dcr.org - look for DC Corporations Office).
- B. Once your corporation is established, request a *Certificate of Good Standing* or *Certificate of Authority* from the DC Office of Corporations.
- C. File an application for a DC broker's license with ASI (see Step 2) for each officer or person who performs any act that is defined in the Real Estate Licensure law, to include brokers, property managers and salespersons.

Step 2. How to File a Broker Company Application

- A. After you establish a corporation with the DC Office of Corporation and obtain a *Certificate of Good Standing* or *Certificate of Authority*, then submit to ASI the *New License Application for Real Estate Broker Companies* (attached).
- B. If you have DC real estate licensees who desire to transfer to your company, then complete a *Sponsoring Broker Change/Transfer Request* form for each licensed agent who will transfer (visit the Board's website to download the form).
- C. If the principal broker intends to hold the principal broker license as an additional license, complete a *Dual License Application* (visit the Board's website to download). If you do not submit the *Dual License Application*, if you have an independent broker (IB) license designation, for example, will be changed to a principal broker (PB) designation.
- D. Get a *Certificate of Good Standing* or a *Certificate of Authority* from the DC Office of Corporations.
- E. Submit all documents, including the *Certificate of Good Standing* or a *Certificate of Authority*, to ASI. Submit all required documents and fees to ASI at the same time to expedite application processing.

Fee Schedule

New License Application for Real Estate Broker Companies	\$135
Sponsoring Broker Change/Transfer Request	\$ 20
Dual License Application	\$240
Broker License Application	\$240
Corporations Application (<i>contact DC Corporations Office</i>)	
Certificate of Good Standing or Certificate of Authority (<i>contact DC Corporation Office</i>)	

DC REAL ESTATE BOARD'S WEBSITE:

<http://www.dcr.org>

**DISTRICT OF COLUMBIA
REAL ESTATE BOARD
NEW LICENSE APPLICATION – BROKER COMPANIES ONLY** (ASI Form 6609-03)

GENERAL INSTRUCTIONS

All applicants must complete every section of this application (front and back) and submit the original application and all required supporting documents with the total fee due. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514. If more space is needed to fully answer questions, attach additional sheets. If you have any questions, call ASI Customer Service at 888-204-6192.

1. TYPE OF APPLICATION AND FEES. Check the box next to the type of company that best represents your company's structure. This form will be returned unprocessed if the fee is not included or if the fee is less than required. Make check or money order payable to: **Assessment Systems, Inc. CASH PAYMENTS WILL NOT BE ACCEPTED.**

☐ Corporation

Date of incorporation _____

State of incorporation_____

☐ **Limited Liability Company (LLC)**

□ Partnership

TOTAL FEE DUE = \$135.00
MAKE FEE PAYABLE TO ASSESSMENT SYSTEMS, INC.
A charge of \$50.00 will be imposed for dishonored checks (Public Law 89-208)

2A. NAME. Enter company name exactly as it should appear on the license, leaving a space between each word. Include the Company's Certificate of Authority showing this name.

[illegible]**2B. FEDERAL EMPLOYEE IDENTIFICATION NUMBER (FEIN)***

$$\square\square - \square\square\square\square\square\square\square\square$$

3. BUSINESS ADDRESS.

Please enter the address of your main office or headquarters below. If you have branch offices, please list their addresses on a separate sheet of paper and submit with this application. A street address **MUST** be provided. If applicable choose only one box below and write the number in the boxes provided.

APARTMENT SUITE ROOM FLOOR NUMBER

[illegible]

STREET ADDRESS LINE 1

[illegible]

STREET ADDRESS LINE 2

[illegible]

CITY

STATE

ZIP CODE

333

AREA CODE

			-			
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BUSINESS PHONE NUMBER

11/11

AREA CODE

_____ - _____

BUSINESS FAX NUMBER

4. SUPPORTING DOCUMENT

ASI ONLY ☐

The following document must be submitted with the application. Please indicate whether it has been enclosed. This document must be obtained from the District of Columbia Corporations Division:

Certificate of Authority (Letter of Good Standing)

☐ YES☐ NO**MAIL FORM AND FEE TO:****ASI/DC Real Estate Board**

ASI-METRO-PLEX II • 8201 Corporate Drive, #400, Landover, MD 20785

*Under the authority of Public Law 93-579 Section 7(b), the Department of Consumer and Regulatory Affairs requests your Social Security Number/FEIN to assist in the administration of D.C. tax laws. Disclosure is not required as part of the licensing process and will not be made available to the public.

DC NEW LICENSE APPLICATION – BROKER COMPANIES ONLY

5A. PRINCIPAL BROKER. Indicate the full name and license number of the person who will act as the principal broker for this license. Please indicate if the principal broker is a new licensee whose license application has not yet been approved. If this person is currently employed by another broker or company, you must either submit a Sponsoring Broker Change/Transfer Request from or an application for a dual license.

☐ **New Licensee**

or ☐ **Current Licensee**

NAME

TITLE

-

PREFIX

LICENSE NUMBER

5B. PARTNERS, OFFICERS, AND DIRECTORS. List the full names and titles of all partners, officers, or directors of the company. Do not include the Principal Broker listed above. Please note if any are new licensees whose license applications have not yet been approved. If any of these individuals are currently employed by another broker or company. You must either submit a Sponsoring Broker Change/Transfer Request Application or a Dual License Application.

NAME

TITLE

LICENSE NUMBER

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. SCREENING QUESTIONS. All applicants must complete ALL questions. If you answer “YES” to any of the questions below, please provide a complete explanation on a separate sheet of paper.

- A. Do you maintain a place of business as a real estate broker within the District of Columbia? ☐ YES ☐ NO **ASI ONLY** ☐
- B. Have you ever been party to any litigation? ☐ YES ☐ NO **ASI ONLY** ☐
- C. Have you ever been party to any proceeding in bankruptcy or insolvency? ☐ YES ☐ NO **ASI ONLY** ☐
- D. Has any partner or officer now associated with you been convicted (within five years proceeding the date of this application) of forgery, embezzlement obtaining money under false pretenses extortion or criminal conspiracy to defraud? ☐ YES ☐ NO **ASI ONLY** ☐
- E. Do you owe more than \$100 to the District of Columbia Government in back taxes or in fines, penalties or interest under the Litter Control Administration Action of 1985, the Illegal Dumping Enforcement Act of 1994 or the Department of Consumer and Regulatory Affairs Civil Interactions Act of 1995? ☐ YES ☐ NO **ASI ONLY** ☐

7. AFFIDAVIT OF APPLICANT. This form will be returned unprocessed if the form is not signed by the applicant and notarized. Make a photocopy of this form for your records.

(PRINCIPAL BROKER)

, being duly sworn, depose and say: That the information given in this application, including all writings and exhibits attached hereto, is true and complete.

APPLICANT'S SIGNATURE (PRINCIPAL BROKER)

DATE

ASI ONLY ☐

State: _____ Subscribed and sworn to before me this _____ day of _____ (month), _____ (year) by the affiant, who personally appeared before me.

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

ASI ONLY ☐

ASI ONLY ☐

Clerk's Initials _____